

Local Travel Reimbursement

Finance Service Center - Travel Unit

718-935-5000 Option 4

Travelunit@schools.nyc.gov

January 2024

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What is TRAC?

TRAC replaces all the previously used Travel and Conference forms:

- ❖ Application to attend meeting, conference or convention outside of NYC- OP221
- ❖ Authorization to use personal car
- ❖ Small item payment process (SIPP)
- ❖ The TRAC, however, does not replace the travel related expenses paid for by Non-Government Entities Form <https://infohub.nyced.org/docs/default-source/doe-employees-only/travel-related-expenses-paid-for-by-non-government-entities.pdf> Which must be used when a non-governmental entity offers to pay for or defray the cost of official activities engaged in by DOE employees.
- ❖ Travelers are asked to review all of the rules and regulations governing travel on official DOE business by reading the Standard Operating Procedures (SOP) chapter on Travel and Conferences. <https://infohub.nyced.org/nyc-doe-topics/Policies/travel-and-conferences>
- ❖ TRAC Link <https://vendor.finance360.org/standalone/famapp/trac/login.aspx>

Traveler's Responsibility

- ❖ Travelers must comply with the DOE rules and regulations as stated in the SOP.
- ❖ Local travel is defined as all travel within, or to a destination within, the boundaries of New York City.
- ❖ Local travel via public transportation does not require approval in the TRAC system.
- ❖ Local travel using the traveler's personal vehicle – Traveler will need to submit a (CAR request) prior to usage of private vehicle via TRAC.
- ❖ Approved CAR requests are good for 30-31 days. A new request must be completed for each 30-31-day cycle.

TRAVEL RESOURCES

TRAC

Travel Resources ▾

Access Travel Resources

- TRAC FAQs
- Local Travel Guide
- Out of Town & International Guide

For Central/Field/Superintendents only:

Pursuant to the Mayoral Directive effective September 15, 2023, an OTPS spending freeze for all travel outside of NYC is in effect (except for travel to Albany and Washington DC for legislative or budgetary purpose). Travel to Albany and Washington DC for purposes other than legislative or budgetary in nature require an exception, e.g. a conference

If you have a necessary and/or critical upcoming travel event, contact your DBOR Analyst to request an exception. Your request will be forwarded to the Office of Management and Budget (OMB) for further review. If an exception is granted by OMB, you will be notified by your DBOR Analyst. Travel should not occur without an approved (OMB) exception. Central/Field/Superintendent travelers are encouraged to submit exception requests a minimum of one month prior to the anticipated departure to avoid approval delays. Please continue to periodically check this broadcast screen for the latest updates.

Username is required.

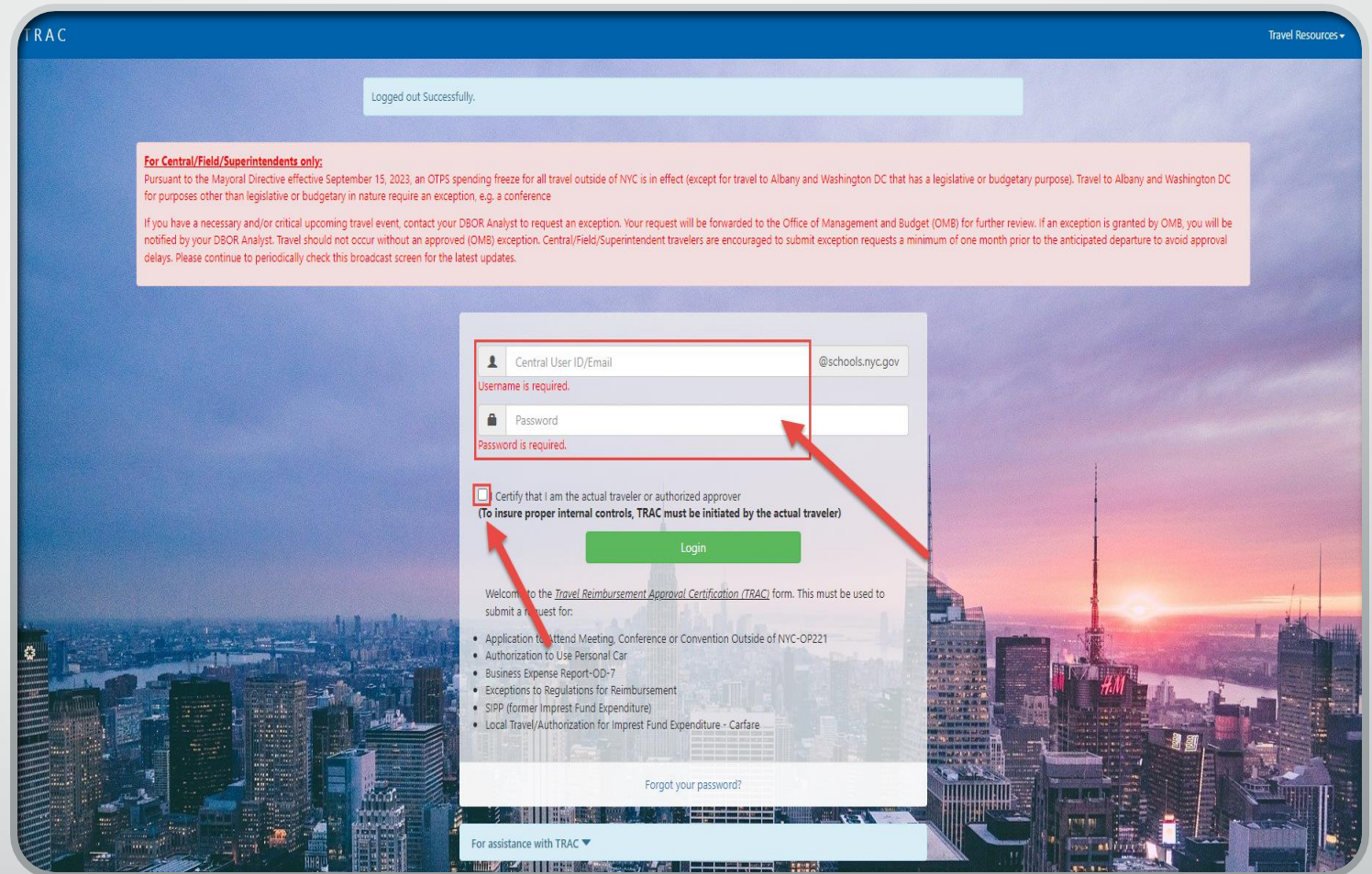
Password is required.

I Certify that I am the actual traveler or authorized approver
(To insure proper internal controls, TRAC must be initiated by the actual traveler)

Login

Logging into TRAC to submit a CAR request

All DOE employees with a DOE email have access TRAC. Enter your DOE Outlook credentials to access the TRAC system. You will need to also check the “I certify that I am the traveler” box.



TRAC Travel Resources ▾

Logged out Successfully.

For Central/Field/Superintendents only:
Pursuant to the Mayoral Directive effective September 15, 2023, an OTPS spending freeze for all travel outside of NYC is in effect (except for travel to Albany and Washington DC that has a legislative or budgetary purpose). Travel to Albany and Washington DC for purposes other than legislative or budgetary in nature require an exception, e.g. a conference.

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Central User ID/Email @schools.nyc.gov
Username is required.

Password
Password is required.

Certify that I am the actual traveler or authorized approver
(To insure proper internal controls, TRAC must be initiated by the actual traveler)

Login

Welcome to the *Travel Reimbursement Approval Certification (TRAC)* form. This must be used to submit a request for:

- Application to Attend Meeting, Conference or Convention Outside of NYC-OP221
- Authorization to Use Personal Car
- Business Expense Report -OD-7
- Exceptions to Regulations for Reimbursement
- SIPP (former Imprest Fund Expenditure)
- Local Travel/Authorization for Imprest Fund Expenditure - Carfare

[Forgot your password?](#)

[For assistance with TRAC ▾](#)

CAR Request

Once logged into the TRAC system you will select “create new”.

The screenshot displays the TRAC system interface. At the top, there is a blue header with the text 'TRAC' on the left, 'HELP' with a dropdown arrow in the center, and 'Welcome, EVELYN VELIZ' with a dropdown arrow on the right. Below the header is a navigation bar with three tabs: 'MY TRAC' (with a person icon), 'APPROVAL' (with a checkmark icon), and 'MISC' (with a grid icon). The 'APPROVAL' tab is currently selected. Below the navigation bar is a search and filter area. It includes four status filters: 'IN PROCESS 0', 'ACCEPTED 0', 'REJECTED 0', and 'SAVED 0'. To the right of these filters is a search input field with the placeholder text 'Minimum 3 characters', a green 'Search' button, a green 'Refresh' button, and a green '+ Create New' button. The '+ Create New' button is highlighted with a red border, and a red arrow points to it from the bottom right. Below the search area is a light blue message box that says 'No Records found (You can search using Tracking Number, First Name, Last Name, Email Id, Employee Id, Travel Type)'. The entire interface is set against a white background with a blue and grey decorative border on the left side.

CAR Request Submission

On the create new page you will select the "click here" option to request to use your car.

Please note that CAR requests should be submitted 30-31 days prior to the usage of vehicle for travel.

Create New

INFORMATION

Please Select an option. Before doing so, hold the mouse over each option to get a brief blurb of Conferences by clicking on the following link: [Travel & Conference SOP](#)

Please [Click Here](#) to access the **"Request for Use of Personal Vehicle"**. This form must be complete is good for a period not to exceed 31 days. A new form must be completed for each 31 day cycle, tracking purposes (Tracking Number).

USER OPTIONS

- Local Travel Reimbursement (Daily Submission) ?
- Local Travel Reimbursement (Monthly Submission - OFNS, DSF, DIIT use only)
- Out Of Town Travel-Request ?
- Out Of Town Travel-Request (International) ?
- Out Of Town Travel-Reimbursement ?

Home

CAR Request Submission

You will need to complete this form if you intend to use your personal vehicle for official DOE business. All pertinent fields must be filled out.

PERSONAL CAR DETAILS

Note: Permission to use private vehicles should only be granted when alternative means of transportation are not practicable. Permission should not be granted because it is the employees' preferred means of transportation or for convenience.

REQUEST FOR USE OF PRIVATE VEHICLE

Employee Reference Number
Reference Number

I, , request permission to use my personal automobile (see below) for official Department of Education business per the following dates:
From: To:

Reason for Request:
Details of the request should be entered [here](#)

PERSONAL VEHICLE INFORMATION

VIN#:
Year:
Manufacturer:
Model:
Color:
Plate#:
State of Registration:
Drivers License:

I CERTIFY THE FOLLOWING:

A. I am the registered owner of the vehicle or have been authorized by the registered owner to operate the vehicle and use it to conduct DOE business.
B. My driver's license is not suspended.
C. I do not have any of the following violations within ONE (1) year from date of this application:
- DUI - Driving Under the Influence
- DWI - Driving While Intoxicated
- DWAI - Driving While Ability Impaired (or similar violation if licensed outside NYS)
D. Minimum auto insurance is in effect on the vehicle to be used for official DOE business.
E. Vehicle inspection is current on the vehicle to be used for official DOE business.
F. I will maintain a daily log indicating the mileage and points of departure and destination.

User Email Address:

Approver Email Address:

By clicking ACCEPT, I certify to items A-F above
 By clicking REJECT, I do NOT certify to items A-F above

CAR Request- Submission for Approval

When a CAR request is submitted you will receive a CAR number.

Confirmation

Your Personal Car Request sent for Approval.
Your Personal Car Confirmation Number(s) : **CAR24002020**

OK

Once you complete a CAR request you will receive an email stating that the CAR request was received and sent for approval.

THIS IS A TEST EMAIL PLEASE DISCARD

NOTE: This is an automated email. Do not reply to this email address.

VYAS PINAL's Personal Car Request CAR21003220 has been generated.

Attached is the Request Form
[Click Here](#) to accept/reject this request



LOCAL TRAVEL REIMBURSEMENT
SUBMISSION (DAILY SUBMISSION)

Logging into TRAC

All DOE employees with a DOE email have access TRAC. Enter your DOE Outlook credentials to access the TRAC system. You will need to also check the I certify that I am the traveler box.

TRAC Travel Resources ▾

Logged out Successfully.

For Central/Field/Superintendents only:
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Central User ID/Email @schools.nyc.gov
Username is required.

Password
Password is required.

Certify that I am the actual traveler or authorized approver
(To insure proper internal controls, TRAC must be initiated by the actual traveler)

Login

Welcome to the *Travel Reimbursement Approval Certification (TRAC)* form. This must be used to submit a request for:

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- SIPP (former Imprest Fund Expenditure)
- Local Travel/Authorization for Imprest Fund Expenditure - Carfare

[Forgot your password?](#)

For assistance with TRAC ▾

My TRAC Screen

In the 'My TRAC' section you can view the status of all the TRACS you submitted. To create a new Local Travel Reimbursement, click 'Create New'. You also have the ability to search by tracking number, name, email, Financial District, employee ID or travel type.

The screenshot shows the 'My TRAC' section of a web application. At the top, there is a blue header with the word 'TRAC' on the left and a 'HELP' button with a question mark icon on the right. Below the header is a navigation bar with three tabs: 'MY TRAC' (highlighted with a purple border), 'APPROVAL' (with a checkmark icon), and 'MISC' (with a grid icon). Below the navigation bar is a status bar with four buttons: 'IN PROCESS 0', 'ACCEPTED 0', 'REJECTED 0', and 'SAVED 0'. To the right of these buttons is a search bar with the placeholder text 'Minimum 3 characters', a 'Search' button, a 'Refresh' button, and a '+ Create New' button (highlighted with a red border). Below the search bar is a light blue message box that says 'No Records found (You can search using Tracking Number, First Name, Last Name, Email Id, Employee Id, Travel Type)'. A red arrow points from the bottom right towards the '+ Create New' button.

Local Travel Reimbursement/Daily Submission

After clicking 'Create New', please select the option for Local Travel Reimbursement (Daily Submission).

INFORMATION

Please Select an option. Before doing so, hold the mouse over each option to get a brief blurb of what each module means. You may go directly to the SOP chapter on Travel and Conferences by clicking on the following link: [Travel & Conference SOP](#)

Please [Click Here](#) to access the "**Request for Use of Personal Vehicle**". This form must be completed PRIOR to using your personal vehicle for DOE business. An approved form is good for a period not to exceed 31 days. A new form must be completed for each 31 day cycle. Once the form is completed and approved, a number will be assigned for tracking purposes (Tracking Number).

USER OPTIONS

- Local Travel Reimbursement (Daily Submission) ⓘ
- Local Travel Reimbursement (Monthly Submission) ⓘ
- Out Of Town Travel-Request ⓘ
- Out Of Town Travel-Request (International) ⓘ
- Out Of Town Travel-Reimbursement ⓘ

Local - All Travel within, or to a destination within, the boundaries of NYC's five boroughs.

[Home](#) [Next](#)

Employee Details

Enter your DOE Employee ID, telephone number and address details, then click Next.

SETTINGS **Create New**

INFORMATION

The traveler must enter the following information. This screen is for both local and Out of Town travel requests. Use the search feature (Click on the magnifying glass) if you must retrieve your reference number. Once the reference number is entered and "Retrieve" is clicked the employee's name will be self populated.

EMPLOYEE DETAILS [Save TRAC](#)

Employee Reference Number
Reference Number

Telephone **Location** **Employee Name** **Employee Email**
eveliz@schools.nyc.gov

Address **Address 2** **City** **State** **Zip**

Travel Details

INFORMATION

The Traveler must enter reasons and justifications for the trip. This screen is used for both local and out of town except that the out of town screen will show both a start date and end date. For out of town travel, the traveler will be able to choose the city and state he/she is traveling to. For local travel, the traveler will only be able to choose within the 5 boroughs of NYC. More travel dates may be used by clicking on "Add More Dates (Fragmented Travel)".

TRAVEL DETAILS

Save TRAC

In narrative form give a detailed description of your trip

Enter Trip details here

Reasons And Justifications

--Select Reason--

Travel Date(s)

Travel Destination

NY

--Select City--

Add More Dates (Fragmented Travel)

Delete Date (Fragmented Travel)

Note: If greater than 3 participants from one Office/Division plan to attend an external retreat, meeting, or conference, the Leadership member must have its Senior Leadership team member's approval to attend.

Start Over

Previous

Next

You now need to enter all the trip details. This includes the date of local travel and a detailed description of the trip. You must select a reason for travel from the dropdown, as well as the borough of your destination. If there are more dates of travel, then you can select

Add More Dates (Fragmented Travel)

Once you have entered all the dates and details for each date of travel, click **Next** to proceed.

Expense Details

If a personal car was used, then a CAR Request should have been submitted and approved prior to travel. All approved CAR requests will populate in a dropdown for selection. Select Actual or Minimum mileage.

Enter all other relevant travel related expenses incurred, then click Next.

EXPENSE DETAILS FOR TRAVEL DATE(S): 04/01/2023 Save TRAC

Personal Vehicle Mileage **Personal Car #** Actual Mileage Minimum Mileage


| Actual Expenses | |
|---------------------------|--------------------------------------|
| Mileage Cost [?] | <input type="text" value="\$ 8.40"/> |
| Tolls | <input type="text" value="\$ 0.00"/> |
| Parking | <input type="text" value="\$ 0.00"/> |
| Ground Transportation | <input type="text" value="\$ 0.00"/> |
| Mass Transit | <input type="text" value="\$ 0.00"/> |
| Others | <input type="text" value="\$ 0.00"/> |
| Total | <input type="text" value="\$ 0.00"/> |
| Grand Total | <input type="text" value="\$ 0.00"/> |

Approver Details

You will enter your approver's email address, without the @schools.nyc.gov (ex: jsmith). You will enter an email address in the 'Copy To' section (person will receive a copy of this request). Once the email is entered, the approver's name and title will auto-populate. If you are unsure of the email address, please click the magnifying glass to search by name. Click Next when finished.

APPROVER DETAILS Save TRAC


APPROVER INFORMATION

Email 
 @schools.nyc.gov

Name Title

First Name MI Last Name Title

COPY TO INFORMATION (OPTIONAL)

Email 
 @schools.nyc.gov

Name Title

First Name MI Last Name Title

Start Over Previous Next

Documentation Upload

Supporting documentation is required to submit a TRAC (ex: receipts for tolls or parking). Click 'Choose File' to search for documents on your computer to upload. Once a document is selected click Upload. Please note the accepted document types and the maximum file size. After uploading documentation, click Next.

DOCUMENTS Save TRAC

Choose File No file chosen Upload

No Receipts available for this TRAC.

You must upload supporting documentation
(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .tiff and .zip files are allowed)
Total file(s) size cannot be more than 5 MB

Start Over Previous Next

Confirm and Certify TRAC Details

Review all trip details. If anything is incorrect, please click Edit on that section to go back and correct.

If all entered information is correct, then please select the checkbox certifying you are the traveler and click 'Submit'.

The screenshot displays a web form for TRAC (Travel Request and Certification) with the following sections:

- EMPLOYEE DETAILS:** Reference Number, Employee Email (jsmith60@schools.nyc.gov), Location Code (FS03), First Name (JANENE), Middle Name, Last Name (SMITH), Address, Address 2, City, State (NY), and Zip.
- APPROVER DETAILS:** First Name (Evelyn), Middle Name, Last Name (Veliz), Email (eveliz@schools.nyc.gov), Title (Director), and a section for COPY TO INFORMATION with First Name (Danielle), Middle Name, Last Name (Pressa), and Email (dpressa@schools.nyc.gov).
- TRAVEL & EXPENSE DETAILS:** For Travel Date(s) 4/1/2023, Travel Information (attending assistant principal training in Brooklyn), Reasons and Justifications (Meeting (DOE Sponsored)), Travel Destination (Brooklyn, NY), Travel Date (4/1/2023), What is your role (Attendee, Speaker, Presenter, Panel Participant), and a checkbox for submitting meeting presentation materials (Yes/No).
- Expense Details:** Personal Car Miles (0), Personal Car Mileage (\$0.00), Parking (\$0.00), Tolls (\$0.00), Ground Transportation (\$0.00), Mass Transit (\$25.00), Others (\$0.00), Total (\$25.00), and Grand Total (\$25.00).
- DOCUMENT(S) DETAILS:** A table with columns No, Document Name, and Size, containing one entry: 1, barb flyer.docx, 0.02 MB.
- Certification:** A red-bordered box containing the text: "certify that I am the actual traveler. I will also keep supporting original documentation for my reimbursement requests. Click here to acknowledge this certification
- Buttons:** Start Over, Submit, and Previous.


TRAC Progress

Once you submit your TRAC a 'TR' document number will be generated, and an approval email will be sent to your approver.

Confirmation

An email has been sent to the approver.
You will be notified as the TRAC progresses.
TRAC Tracking ID generated is **TR230005312**

OK

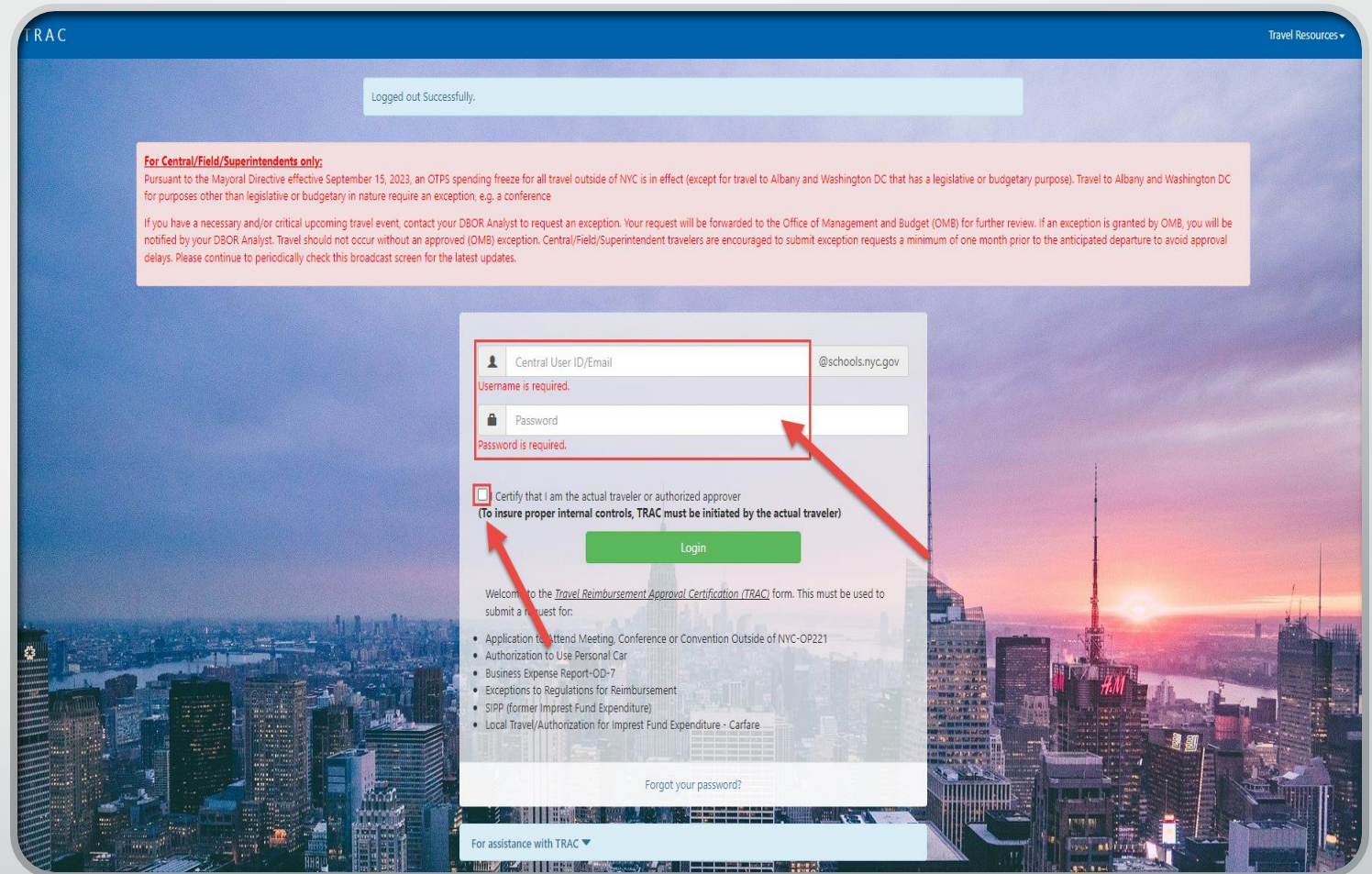


Local Travel Reimbursement (Monthly submission)

Used only for staff who conduct daily site visits to multiple locations on the same day

Logging into TRAC

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TRAC Travel Resources ▾

Logged out Successfully.

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Central User ID/Email @schools.nyc.gov
Username is required.

Password
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Certify that I am the actual traveler or authorized approver
(To insure proper internal controls, TRAC must be initiated by the actual traveler)

Login

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- Local Travel/Authorization for Imprest Fund Expenditure - Carfare

[Forgot your password?](#)

[For assistance with TRAC ▾](#)

My TRAC Screen

In the 'My TRAC' section you can view the status of all the TRACS you submitted. To create a new Local Travel Reimbursement, click 'Create New'. You also have the ability to search by tracking number, name, email, employee ID or travel type.

The screenshot shows the 'My TRAC' section of a web application. At the top, there is a blue header with the word 'TRAC' on the left and a 'HELP' dropdown menu on the right. Below the header, there are three tabs: 'MY TRAC' (highlighted with a purple border), 'APPROVAL' (highlighted with a purple border), and 'MISC' (highlighted with a purple border). Under the 'MY TRAC' tab, there is a yellow bar with four status indicators: 'IN PROCESS 0', 'ACCEPTED 0', 'REJECTED 0', and 'SAVED 0'. To the right of these indicators is a search bar with the placeholder text 'Minimum 3 characters', a green 'Search' button, a green 'Refresh' button, and a green '+ Create New' button (highlighted with a red border). Below the search bar, there is a light blue message box that says 'No Records found (You can search using Tracking Number, First Name, Last Name, Email Id, Employee Id, Travel Type)'. A red arrow points from the bottom right towards the '+ Create New' button.

Local Travel Monthly submission

On the create new page you will select the "Local Travel Reimbursement (Monthly Submission)" and hit the next tab.

INFORMATION

Please Select an option. Before doing so, hold the mouse over each option to get a brief blurb of what each module means. You may go directly to the SOP chapter on Travel and Conferences by clicking on the following link: [Travel & Conference SOP](#)

Please [Click Here](#) to access the "Request for Use of Personal Vehicle". This form must be completed PRIOR to using your personal vehicle for DOE business. An approved form is good for a period not to exceed 31 days. A new form must be completed for each 31 day cycle. Once the form is completed and approved, a number will be assigned for tracking purposes (Tracking Number).

USER OPTIONS

- Local Travel Reimbursement (Daily Submission) ?
- Local Travel Reimbursement (Monthly Submission) ?
- Out Of Town Travel-Request ?
- Out Of Town Travel-Request (International) ?
- Out Of Town Travel-Reimbursement ?

Local - All Travel within, or to a destination within, the boundaries of NYC's five boroughs.

[Home](#) [Next](#)

On this page you will enter the employee reference number and hit the magnifying glass to get the employee's name and email to populate. You will need enter the information in the highlighted fields below and hit next.

INFORMATION

The traveler must enter the following information. This screen is for both local and Out of Town travel requests. Use the search feature (Click on the magnifying glass) if you must retrieve your reference number. Once the reference number is entered and "Retrieve" is clicked the employee's name will be self populated.

EMPLOYEE DETAILS [Save TRAC](#)

Employee Reference Number

Reference Number

Telephone **Location** **Employee Name** **Employee Email**

Address **Address 2** **City** **State** **Zip**

Start Date **End Date**

[Start Over](#) [Next](#)

Local Travel Monthly submission

If a personal car was used, then a CAR request should have been submitted and approved prior to travel.

All approved CAR requests will populate in a dropdown for selection.

Enter all other relevant information & travel related expenses incurred, then click next.

Employee Reference Number
[Redacted] Retrieve

Telephone (718) 935-[Redacted] Location FS03 Employee Name EVELYN [Redacted] Employee Email [Redacted]@schools.nyc.gov

Address 65 Court Street Address 2 Apt # City Brooklyn State NY - New York Zip 11201

Start Date 09/29/2023 End Date 10/03/2023 1 Populate

Personal car details --Select Car--

| Date | Reason | State | Personal Car | Travel From | Travel to | Parking | Tolls | Ground | Miles | Mileage Cost | Mass Transit | Other | Trip Total |
|--|--------|-------|---------------------------|-------------|-----------|---------|-------|--------|-------|--------------|--------------|-------|------------|
| Travel details for: 09/29/2023 Delete Date | | | | | | | | | | | | | |
| --Select-- | | NY | --Select-- CAR24002020 | | | 0.00 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| Daily Trip Total | | | | | | | | | | | | | 0.00 |
| Travel details for: 09/30/2023 Delete Date | | | | | | | | | | | | | |
| --Select-- | | NY | --Select-- | | | 0.00 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| Daily Trip Total | | | | | | | | | | | | | 0.00 |
| Travel details for: 10/01/2023 Delete Date | | | | | | | | | | | | | |
| --Select-- | | NY | --Select-- | | | 0.00 | 0.00 | 0.00 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| Daily Trip Total | | | | | | | | | | | | | 0.00 |
| Grand Total: | | | | | | | | | | | | | 0.00 |


Start Over 26 Next

Approver Details

You will enter your approver's email address, without the @schools.nyc.gov (ex: jsmith). You will enter an email address in the 'Copy To' section (person will receive a copy of this request). Once the email is entered, the approver's name and title will auto-populate. If you are unsure of the email address, please click the magnifying glass to search by name. Click Next when finished.

APPROVER DETAILS Save TRAC


APPROVER INFORMATION

Email 
 @schools.nyc.gov

Name Title

First Name MI Last Name Title

COPY TO INFORMATION (OPTIONAL)

Email 
 @schools.nyc.gov

Name Title

First Name MI Last Name Title

Documentation Upload

Supporting documentation is required to submit a TRAC (ex: receipts for tolls or parking). Click 'Choose File' to search for documents on your computer to upload. Once a document is selected click Upload. Please note the accepted document types and the maximum file size. After uploading documentation, click Next.

DOCUMENTS Save TRAC

Choose File No file chosen Upload

No Receipts available for this TRAC.

You must upload supporting documentation
(Only .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .gif, .png, .tiff and .zip files are allowed)
Total file(s) size cannot be more than 5 MB

Start Over Previous Next

Confirm and Certify TRAC Details

Review all trip details. If anything is incorrect, click Edit on that section to go back and correct.

If all entered information is correct, select the checkbox certifying you are the traveler and click 'Submit'.

EMPLOYEE DETAILS [Edit](#)

| | | | | | |
|-------------------|------------|-----------------|--------------------------|----------------|------------|
| Reference Number: | [REDACTED] | Employee Email: | jsmith60@schools.nyc.gov | Location Code: | F503 |
| First Name: | JANENE | Middle Name: | | Last Name: | SMITH |
| Address: | [REDACTED] | Address 2: | | | |
| City: | [REDACTED] | State: | NY | Zip: | [REDACTED] |

APPROVER DETAILS [Edit](#)

| | | | | | |
|-------------|------------------------|--------------|----------|------------|-------|
| First Name: | Evelyn | Middle Name: | | Last Name: | Veliz |
| Email: | eveliz@schools.nyc.gov | Title: | Director | | |

COPY TO INFORMATION

| | | | | | |
|-------------|-------------------------|--------------|--------------------|------------|--------|
| First Name: | Danielle | Middle Name: | | Last Name: | Pressa |
| Email: | dpressa@schools.nyc.gov | Title: | Support Specialist | | |

TRAVEL & EXPENSE DETAILS [Edit](#)

For Travel Date(s): 4/1/2023

Travel Information (Description of the trip): attending assistant principal training in Brooklyn

Reasons and Justifications: Meeting (DOE Sponsored) Travel Destination: Brooklyn, NY Travel Date: 4/1/2023

What is your role : Attendee Speaker Presenter Panel Participant

Have you submitted for approval your meeting presentation materials to your Executive Director and/or the designated head of the unit and/or office: Yes No

Expense Details

| | | | | | |
|---------------------|--------|------------------------|--------|---------------|---------|
| Personal Car Miles: | 0 | Personal Car Mileage: | \$0.00 | Parking: | \$0.00 |
| Tolls: | \$0.00 | Ground Transportation: | \$0.00 | Mass Transit: | \$25.00 |
| Others: | \$0.00 | | | | |

Total: \$25.00

Grand Total: \$25.00

DOCUMENT(S) DETAILS [Edit](#)

| No | Document Name | Size |
|----|-----------------|---------|
| 1 | barb flyer.docx | 0.02 MB |

certify that I am the actual traveler. I will also keep supporting original documentation for my reimbursement requests.
[Click here to acknowledge this certification](#)

[Start Over](#) [Submit](#) [Previous](#)

TRAC Progress

Once you submit your TRAC a 'TR' document number will be generated, and an approval email will be sent to your approver.

Confirmation

An email has been sent to the approver.
You will be notified as the TRAC progresses.
TRAC Tracking ID generated is **TR230005312**

OK



TRAC APPROVAL STATUS

TRAC Approval Status

The TRAC approver will need to go into the "Approval Tab" to approve or reject the TRAC. In this tab you can search by TR# it will show what status the document is in.

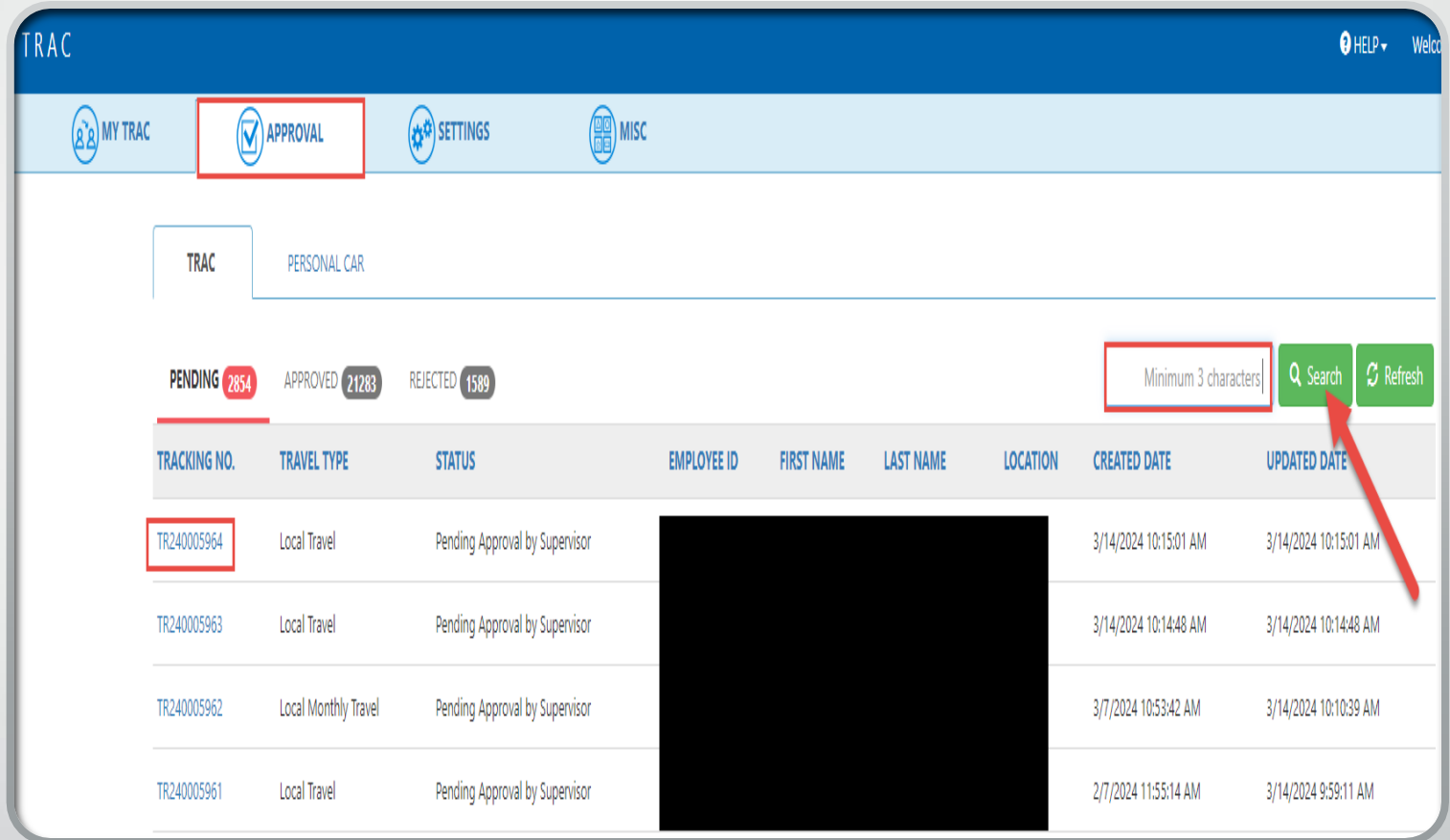
The screenshot shows the TRAC system interface. At the top, there is a blue header with 'TRAC' on the left and 'HELP' with a dropdown arrow on the right. Below the header is a navigation bar with three tabs: 'MY TRAC', 'APPROVAL' (highlighted with a purple box), and 'MISC'. Underneath the navigation bar, there are two sub-tabs: 'TRAC' and 'PERSONAL CAR'. Below these is a summary bar with three status indicators: 'PENDING 2323' (highlighted with a green box), 'APPROVED 18719', and 'REJECTED 1405'. To the right of the summary bar is a search input field with the placeholder text 'Minimum 3 characters', a 'Search' button, and a 'Refresh' button. Below the search bar is a table with the following columns: TRACKING NO., TRAVEL TYPE, STATUS, EMPLOYEE ID, FIRST NAME, LAST NAME, LOCATION, CREATED DATE, and UPDATED DATE. The table contains two rows of data. The first row has tracking number TR240004019, travel type 'Local Monthly Travel', status 'Pending Approval by Supervisor', and dates '1/15/2024 8:49:32 PM' for both created and updated. The second row has tracking number PE2401972, travel type 'Out of Town Request', status 'Pending Approval by Supervisor', and dates '1/15/2024 7:52:51 PM' for both created and updated. The 'STATUS' column for both rows is highlighted with a red box. The 'EMPLOYEE ID', 'FIRST NAME', and 'LAST NAME' columns for both rows are redacted with black boxes.

| TRACKING NO. | TRAVEL TYPE | STATUS | EMPLOYEE ID | FIRST NAME | LAST NAME | LOCATION | CREATED DATE | UPDATED DATE |
|--------------|----------------------|--------------------------------|-------------|------------|-----------|----------|----------------------|----------------------|
| TR240004019 | Local Monthly Travel | Pending Approval by Supervisor | | | | | 1/15/2024 8:49:32 PM | 1/15/2024 8:49:32 PM |
| PE2401972 | Out of Town Request | Pending Approval by Supervisor | | | | | 1/15/2024 7:52:51 PM | 1/15/2024 7:52:51 PM |

TRAC Approval Status- Search Option

Flow chart shows the history of a TRAC.

To view the flow chart for a “TRAC” you must go into the approval tab and enter the TR document number and hit search. Once the TR document number populates you will “click” on the document number.



The screenshot displays the TRAC system interface. At the top, there is a navigation bar with tabs for MY TRAC, APPROVAL (highlighted with a red box), SETTINGS, and MISC. Below the navigation bar, there is a search input field with a placeholder text "Minimum 3 characters" and a "Search" button (highlighted with a red box and a red arrow pointing to it). To the left of the search field, there are status indicators: PENDING 2854, APPROVED 21283, and REJECTED 1589. Below the search field, there is a table with the following columns: TRACKING NO., TRAVEL TYPE, STATUS, EMPLOYEE ID, FIRST NAME, LAST NAME, LOCATION, CREATED DATE, and UPDATED DATE. The table contains four rows of data, with the first row's tracking number (TR240005964) highlighted with a red box.

| TRACKING NO. | TRAVEL TYPE | STATUS | EMPLOYEE ID | FIRST NAME | LAST NAME | LOCATION | CREATED DATE | UPDATED DATE |
|--------------|----------------------|--------------------------------|-------------|------------|-----------|----------|-----------------------|-----------------------|
| TR240005964 | Local Travel | Pending Approval by Supervisor | | | | | 3/14/2024 10:15:01 AM | 3/14/2024 10:15:01 AM |
| TR240005963 | Local Travel | Pending Approval by Supervisor | | | | | 3/14/2024 10:14:48 AM | 3/14/2024 10:14:48 AM |
| TR240005962 | Local Monthly Travel | Pending Approval by Supervisor | | | | | 3/7/2024 10:53:42 AM | 3/14/2024 10:10:39 AM |
| TR240005961 | Local Travel | Pending Approval by Supervisor | | | | | 2/7/2024 11:55:14 AM | 3/14/2024 9:59:11 AM |

TRAC Approval Status- Flow Chart

You can “click” on the TR document number which will populate the details of the TR Document. You can then select flow chart.

TRAC

MY TRAC **APPROVAL** SETTINGS MISC

TRAC PERSONAL CAR

PENDING 2854 APPROVED 21283 REJECTED 1589

Minimum 3 characters Search Refresh

| TRACKING NO. | TRAVEL TYPE | STATUS | EMPLOYEE ID | FIRST NAME | LAST NAME | LOCATION | CREATED DATE | UPDATED DATE |
|--------------|----------------------|--------------------------------|-------------|------------|-----------|----------|-----------------------|-----------------------|
| TR240005964 | Local Travel | Pending Approval by Supervisor | | | | | 3/14/2024 10:15:01 AM | 3/14/2024 10:15:01 AM |
| TR240005963 | Local Travel | Pending Approval by Supervisor | | | | | 3/14/2024 10:14:48 AM | 3/14/2024 10:14:48 AM |
| TR240005962 | Local Monthly Travel | Pending Approval by Supervisor | | | | | 3/7/2024 10:53:42 AM | 3/14/2024 10:10:39 AM |
| TR240005961 | Local Travel | Pending Approval by Supervisor | | | | | 2/7/2024 11:55:14 AM | 3/14/2024 9:59:11 AM |

TRAC Details for PE2401972

DETAILS **FLOW CHART**

EMPLOYEE DETAILS

Employee Id: [Redacted]

Employee Email: [Redacted]

Approver Name: [Redacted]

Copy To Name: [Redacted]

Copy To Title: [Redacted]

Created Date: [Redacted]

Traveller's Name: [Redacted]

Approver Email: [Redacted]

Approver Title: [Redacted]

Copy To Email: [Redacted]

Last Updated Date: [Redacted]

TRAC Approval Status- Flow Chart

You can now “click” on flow chart to see the history of the TRAC. If you need to view the attached supporting documents or details of the TRAC, you will select details.

TRAC Details for TR240005964

DETAILS FLOW CHART

Shows approver Opens window for details Previous Flow Current Flow

TRAC Submitted

Accept Reject Print Close

This screenshot shows a window titled "TRAC Details for TR240005964". At the top, there are two buttons: "DETAILS" (highlighted with a green box and a green arrow) and "FLOW CHART" (highlighted with a red box and a red arrow). Below these buttons is a navigation bar with icons and text: "Shows approver", "Opens window for details", "Previous Flow", and "Current Flow". The main content area is mostly blank, with a green box in the center containing the text "TRAC Submitted" and a small icon. At the bottom of the window, there are four buttons: "Accept", "Reject", "Print", and "Close".

TRAC Details for PE2401972

DETAILS FLOW CHART

EMPLOYEE DETAILS

Employee Id: [Redacted] Traveller's Name: [Redacted]
Employee Email: [Redacted] Approver Email: [Redacted]
Approver Name: [Redacted] Approver Title: [Redacted]
Copy To Name: [Redacted] Copy To Email: [Redacted]
Copy To Title: [Redacted] Last Updated Date: [Redacted]
Created Date: [Redacted]

TRAVEL & EXPENSE DETAILS

For Travel Date(s): 6/10/2024 To 6/12/2024

Travel Information (Description of the trip): School trip to Washington D.C.
Reasons and Justifications: Continuing education
Travel Destination: District of Columbia, DC Travel Date(s): 6/10/2024 TO 6/12/2024

Expense Details

| Expense Details | | | | | |
|--------------------------|------------|------------------------|--------|---------------|--------|
| Air/Train: | [Redacted] | Parking: | \$0.00 | Tolls: | \$0.00 |
| Meals: | \$0.00 | Ground Transportation: | \$0.00 | Lodging: | \$0.00 |
| Personal Car Miles: | 0 | Personal Car Mileage: | \$0.00 | Rental Car: | \$0.00 |
| Mass Transit: | \$0.00 | Sales/Hotels Tax: | \$0.00 | Registration: | \$0.00 |
| Others: | \$0.00 | | | | |
| Reason for Zero Lodging: | sponsored | | | | |

Grand Total [Redacted]

DOCUMENT(S) DETAILS

- 20231222093057539 (2).pdf

Print Close

This screenshot shows a window titled "TRAC Details for PE2401972". It has a similar layout to the first screenshot, with "DETAILS" and "FLOW CHART" buttons. The "EMPLOYEE DETAILS" section contains fields for Employee Id, Employee Email, Approver Name, Copy To Name, Copy To Title, Created Date, Traveller's Name, Approver Email, Approver Title, Copy To Email, and Last Updated Date, all of which are redacted. The "TRAVEL & EXPENSE DETAILS" section includes a travel date range (6/10/2024 To 6/12/2024), travel information (School trip to Washington D.C.), reasons and justifications (Continuing education), travel destination (District of Columbia, DC), and travel dates (6/10/2024 TO 6/12/2024). Below this is a table of expense details with columns for various categories and their amounts. A "Reason for Zero Lodging" field is set to "sponsored". At the bottom, there is a "Grand Total" field which is redacted. A "DOCUMENT(S) DETAILS" section lists a document: "20231222093057539 (2).pdf". A purple arrow points to this document list, and a red arrow points to the "Print" button.

Miscellaneous Tab

- The MISC tab allows users to access any TRAC documents status (pending approval, approved, rejected) for any TRAC document.

The screenshot displays the TRAC application interface. At the top, there is a navigation bar with the following tabs: MY TRAC, APPROVAL, SETTINGS, and MISC. The MISC tab is highlighted with a red box. Below the navigation bar, there is a sub-header with 'TRAC' and 'PERSONAL CAR'. To the right of this sub-header, there are statistics for document status: PENDING (2854), APPROVED (21283), and REJECTED (1589). A search bar with the placeholder text 'Minimum 3 characters' and a 'Refresh' button are also visible. Below the statistics, there is a table with the following columns: TRACKING NO., TRAVEL TYPE, STATUS, EMPLOYEE ID, FIRST NAME, LAST NAME, LOCATION, CREATED DATE, and UPDATED DATE. The table contains four rows of data, all with a status of 'Pending Approval by Supervisor'. The EMPLOYEE ID, FIRST NAME, and LAST NAME columns are redacted with a black box. The STATUS column is highlighted with a purple box.

| TRACKING NO. | TRAVEL TYPE | STATUS | EMPLOYEE ID | FIRST NAME | LAST NAME | LOCATION | CREATED DATE | UPDATED DATE |
|--------------|----------------------|--------------------------------|-------------|------------|-----------|----------|-----------------------|-----------------------|
| TR240005964 | Local Travel | Pending Approval by Supervisor | | | | | 3/14/2024 10:15:01 AM | 3/14/2024 10:15:01 AM |
| TR240005963 | Local Travel | Pending Approval by Supervisor | | | | | 3/14/2024 10:14:48 AM | 3/14/2024 10:14:48 AM |
| TR240005962 | Local Monthly Travel | Pending Approval by Supervisor | | | | | 3/7/2024 10:53:42 AM | 3/14/2024 10:10:39 AM |
| TR240005961 | Local Travel | Pending Approval by Supervisor | | | | | 2/7/2024 11:55:14 AM | 3/14/2024 9:59:11 AM |



Funding a Local Travel Reimbursement in FAMIS

Funding a Local Travel Reimbursement in FAMIS

The FAMIS user will log into the FAMIS portal. You will go under the Miscellaneous tab and “click” on TRAC Admin.

5/15/2023 11:24:22 AM
Mayor's Office | DOE | DFO

FAMIS

User ID
JSMITH9

Password
.....

Sign in Change password

Contact Us Version: 2.19.9

NYC Department of Education

Mayor's Office | DOE | DOE Email | Personnel Director

Welcome,

- ▼ Purchasing / Payments
- ▼ Approval
- ▼ Inquiry
- ^ **Miscellaneous**
 - Broadcast Message
 - Consultant Object Validation
 - DCP Admin
 - Document Status
 - Inventory
 - Spending Plan Funds Transfer
 - **TRAC Admin**
 - VENDOR EVALUATION
 - VPortal Admin

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* Fy20

Please

TRAC ADMIN – Search Options

TRAC Admin Search Options

You can search TRAC documents by:

- Document #
- Location
- Financial District
- First Name
- Last Name
- Email ID
- Employee ID

Once you have populated the search option and entered the information you will “click "on search

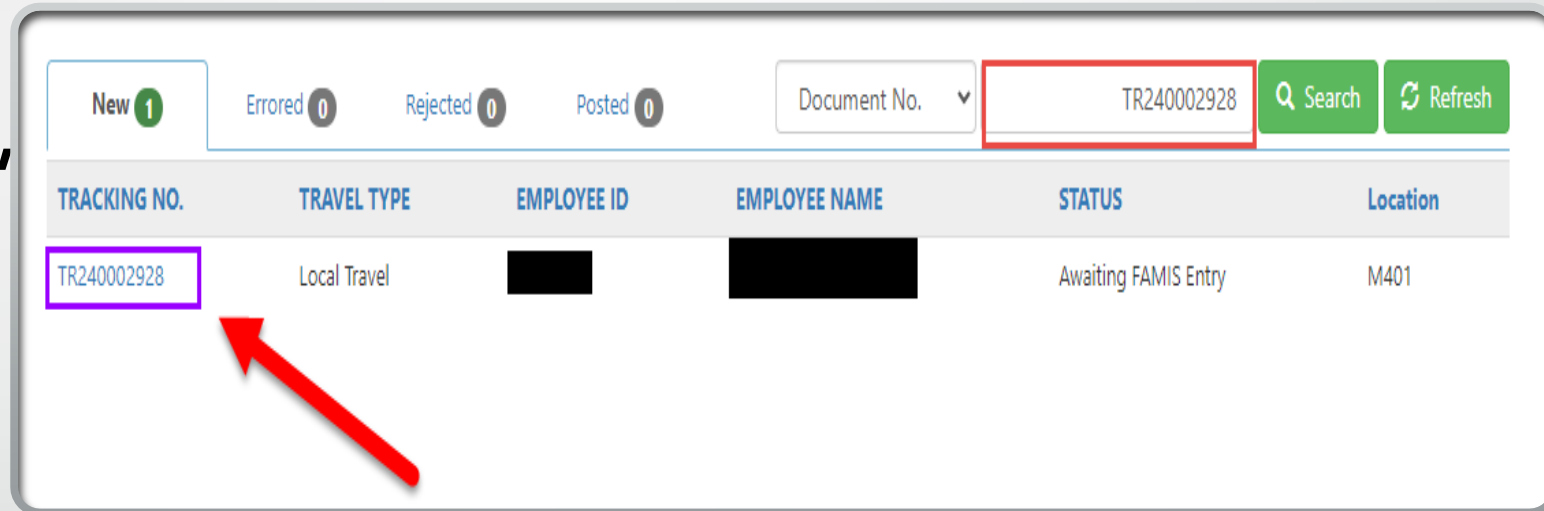
The screenshot displays the TRAC Admin interface. At the top, there are navigation tabs: Purchasing / Payments, Approval, Inquiry, and Miscellaneous. Below these, there are status indicators: New 193, Errored 0, Rejected 0, and Posted 0. A search bar is present with a dropdown menu set to "--Select--", a text input field containing "Minimum 2 characters", and buttons for Search and Refresh. A dropdown menu is open, showing search options: Document No., Location, Financial District, First Name, Last Name, Email Id, and Employee Id. A red arrow points to the Search button. Below the search bar is a table with columns: TRACKING NO., TRAVEL TYPE, EMPLOYEE ID, STATUS, and Location. The table contains three rows of data, with the EMPLOYEE ID and Location columns redacted with black boxes.

| TRACKING NO. | TRAVEL TYPE | EMPLOYEE ID | STATUS | Location |
|--------------|--------------|-------------|----------------------|------------|
| TR240002928 | Local Travel | [REDACTED] | Awaiting FAMIS Entry | [REDACTED] |
| TR240002911 | Local Travel | [REDACTED] | Awaiting FAMIS Entry | [REDACTED] |
| TR240002961 | Local Travel | [REDACTED] | Awaiting FAMIS Entry | [REDACTED] |

TRAC ADMIN (search cont.)

Once you select the appropriate search option, the TRAC document(s) # will appear.

Click on the TR number to view the TRAC details.



The screenshot displays the TRAC ADMIN search interface. At the top, there are filters for 'New' (1), 'Errored' (0), 'Rejected' (0), and 'Posted' (0). A search bar is set to 'Document No.' with the value 'TR240002928' entered. To the right of the search bar are 'Search' and 'Refresh' buttons. Below the search bar is a table with the following columns: TRACKING NO., TRAVEL TYPE, EMPLOYEE ID, EMPLOYEE NAME, STATUS, and Location. The table contains one row with the following data: TRACKING NO. TR240002928, TRAVEL TYPE Local Travel, EMPLOYEE ID [REDACTED], EMPLOYEE NAME [REDACTED], STATUS Awaiting FAMIS Entry, and Location M401. A red arrow points to the TR240002928 value in the TRACKING NO. column.

| TRACKING NO. | TRAVEL TYPE | EMPLOYEE ID | EMPLOYEE NAME | STATUS | Location |
|--------------|--------------|-------------|---------------|----------------------|----------|
| TR240002928 | Local Travel | [REDACTED] | [REDACTED] | Awaiting FAMIS Entry | M401 |

TRAC Local Expense Screen

You will need to review the expenditures to ensure everything is correct. If the amounts are incorrect, you can also reject it and send it back to the traveler to edit/correct the TRAC (projected expense).

Tracking Number - PE2400163

EXPENSE DETAILS FOR TRAVEL DATE(S): 7/10/2023 TO 7/14/2023 [Email Content](#)

| | <u>Estimated Expenses</u> |
|--|---------------------------|
| Air/Train ¹ | \$300.00 |
| Tolls | \$0.00 |
| Parking | \$0.00 |
| Meals [?] | \$220.00 |
| Ground Transportation | \$0.00 |
| Lodging(Amount for the Total Stay) ² [?] | \$500.00 |
| Sales/Hotels Tax (NYS Exempt) ³ NYS Exempt Form | \$50.00 |
| Personal Vehicle Mileage [?] | 0 |
| Personal Vehicle Mileage Cost [?] | \$0.00 |
| Rental Car | \$0.00 |
| Mass Transit | \$0.00 |
| Registration ⁴ | \$0.00 |
| Others | \$0.00 |
| Total | \$220.00 |
| Grand Total | \$220.00 |

* The total and grand total does not include Air/Train fare

* The total and grand total does not include Lodging

* The total and grand total does not include Sales/Hotels Taxes

* The total and grand total does not include Registration

[Start Over](#) [Reject](#) [Next ⁴¹](#)

TRAC Local Account Details

You will now enter the accounting code details that will be used to fund the reimbursement. It should match the total expense amount from the previous screen. All highlighted fields must be filled out, you will then hit the recalculate button & click 'Next' to continue to the next screen.

ACCOUNTING DETAILS

The total expenses amount is **\$150.00**

Fiscal Year: 2024

| Suffix | District | Quick | Object | Location | Activity | Amount | Balance |
|--------|----------|-------|--------|----------|----------|---------|---------|
| 01 | 01 | | 0453 | | | \$ 0.00 | \$ 0.00 |

Total Accounting Amount
\$ 0.00

+ Add Accounting Line Recalculate

Invoice Number: Invoice Date:

Start Over Previous Next

TRAC Local Account Details

You must review everything for accuracy and then you will click the "submit button".

Tracking Number - PE2304181

EMPLOYEE DETAILS

Employee Id: 0943179 Employee Name: ██████████
Employee Email: █████@schools.nyc.gov Approver Email: █████@schools.nyc.gov
█████@schools.nyc.gov

EXPENSES INFORMATION

EXPENSE DETAILS FOR TRAVEL DATE(S): 6/8/2023 TO 6/10/2023

| | Estimated Expenses |
|------------------------------------|--------------------|
| Air/Train ¹ | \$0.00 |
| Tolls | \$0.00 |
| Parking | \$0.00 |
| Meals | \$150.00 |
| Ground Transportation | \$0.00 |
| Lodging(Amount for the Total Stay) | \$0.00 |
| Sales/Hotels Tax (NYS Exempt) | \$0.00 |
| Personal Vehicle Mileage | 0 |
| Personal Vehicle Mileage Cost | \$0.00 |
| Rental Car | \$0.00 |
| Mass Transit | \$0.00 |
| Registration ⁴ | \$0.00 |
| Others | \$0.00 |
| Total | \$150.00 |
| Grand Total | \$150.00 |

ACCOUNTING INFORMATION

Fiscal Year: 2024

| Suffix | District | Quick | Object | Location | Activity | Amount | Balance |
|--------|----------|-------|--------|----------|----------|-----------|------------|
| 01 | ████ | ████ | ████ | ████ | ████ | \$ 150.00 | \$ 7105.83 |

Total Accounting Amount: \$ 150.00
Invoice Number: 99999 Invoice Date: 10/3/2023

Initiating Department: 54


[Start Over](#) [Submit](#) [Previous](#)

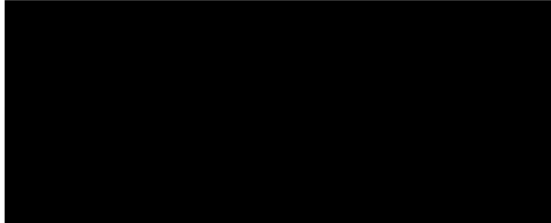
You will then see this screen stating that the TRAC was successfully submitted for processing.

Tracking Number - TR240000968

TRAC - DOCUMENT STATUS

Document TR240000968 successfully sent for processing.





[Start Over](#) [Next](#)



Funding a Local Monthly Travel Reimbursement in FAMIS

Funding a Local Monthly Travel Reimbursement in FAMIS

The FAMIS user will log into the FAMIS portal. You will go under the Miscellaneous tab and “click” on TRAC Admin.

5/15/2023 11:24:22 AM
Mayor's Office | DOE | DFO

FAMIS

User ID
JSMITH9

Password
.....

Sign in Change password

Contact Us Version: 2.19.9

NYC Department of Education

Mayor's Office | DOE | DOE Email | Personnel Director

Welcome,

- ▼ Purchasing / Payments
- ▼ Approval
- ▼ Inquiry
- ^ **Miscellaneous**
 - Broadcast Message
 - Consultant Object Validation
 - DCP Admin
 - Document Status
 - Inventory
 - Spending Plan Funds Transfer
 - **TRAC Admin**
 - VENDOR EVALUATION
 - VPortal Admin

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* Fy20

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TRAC ADMIN – Search Options

TRAC Admin Search Options

You can search TRAC documents by:

- Document #
- Location
- Financial District
- First Name
- Last Name
- Email ID
- Employee ID

Once you have populated the search option and entered the information you will “click "on search

The screenshot displays the TRAC Admin interface. At the top, there are navigation tabs: Purchasing / Payments, Approval, Inquiry, and Miscellaneous. Below these, there are status indicators: New 193, Errored 0, Rejected 0, and Posted 0. A search bar is present with a dropdown menu set to "--Select--", a text input field containing "Minimum 2 characters", and buttons for Search and Refresh. A table below shows travel documents with columns for TRACKING NO., TRAVEL TYPE, EMPLOYEE ID, STATUS, and Location. A dropdown menu is open over the search bar, listing search options: Document No., Location, Financial District, First Name, Last Name, Email Id, and Employee Id. A red arrow points to the Search button.

| TRACKING NO. | TRAVEL TYPE | EMPLOYEE ID | STATUS | Location |
|--------------|--------------|-------------|----------------------|------------|
| TR240002928 | Local Travel | [REDACTED] | Awaiting FAMIS Entry | [REDACTED] |
| TR240002911 | Local Travel | [REDACTED] | Awaiting FAMIS Entry | [REDACTED] |
| TR240002961 | Local Travel | [REDACTED] | Awaiting FAMIS Entry | [REDACTED] |

TRAC ADMIN (search cont.)

Once you select the appropriate search option, the TRAC document(s) # will appear.

Click on the TR number to view the TRAC details.

The screenshot shows the TRAC ADMIN search interface. At the top, there are filters for 'New' (1), 'Errored' (0), 'Rejected' (0), and 'Posted' (0). A search filter for 'Document No.' is set to 'TR240002928'. Below the filters is a table with the following columns: TRACKING NO., TRAVEL TYPE, EMPLOYEE ID, EMPLOYEE NAME, STATUS, and Location. The table contains one row with the following data: TRACKING NO. TR240002928, TRAVEL TYPE Local Travel, EMPLOYEE ID [REDACTED], EMPLOYEE NAME [REDACTED], STATUS Awaiting FAMIS Entry, and Location M401. A red arrow points to the TR number 'TR240002928' in the first column of the table.

| TRACKING NO. | TRAVEL TYPE | EMPLOYEE ID | EMPLOYEE NAME | STATUS | Location |
|--------------|--------------|-------------|---------------|----------------------|----------|
| TR240002928 | Local Travel | [REDACTED] | [REDACTED] | Awaiting FAMIS Entry | M401 |

TRAC Monthly Expense Screen

You will need to review the expenditures to ensure everything is correct. If the amounts are incorrect, you can also reject it and send it back to the traveler to edit/correct the TRAC (projected expense).

EMPLOYEE DETAILS

| | |
|--|--|
| Employee Id: [REDACTED] | Employee Name: [REDACTED] |
| Employee Email: [REDACTED]@schools.nyc.gov | Approver Email: [REDACTED]@schools.nyc.gov |

EXPENSES INFORMATION

EXPENSE DETAILS FOR TRAVEL DATE(S):

| Reason | State | Borough | Travel From | Travel to | Parking | Tolls | Ground | Miles | Mileage Cost | Mass Transit | Other | Trip Total |
|-------------------------------|--------------|--------------|-------------------|-------------------|---------|-------|--------|-------|--------------|--------------|-------|------------|
| Travel details for: 9/29/2023 | | | | | | | | | | | | |
| Home Visits | Brooklyn*NY | Brooklyn*NY | 20K204 | 20K454 | 10 | 15 | 0 | 20 | 5.6 | 0 | 0 | 30.60 |
| Daily Trip Total | | | | | | | | | | | | 30.60 |
| Travel details for: 9/30/2023 | | | | | | | | | | | | |
| Site Visits | Brooklyn*NY | Brooklyn*NY | Bayridge Brooklyn | Canarise brooklyn | 15 | 5 | 0 | 15 | 4.2 | 0 | 0 | 24.20 |
| Daily Trip Total | | | | | | | | | | | | 24.20 |
| Travel details for: 10/1/2023 | | | | | | | | | | | | |
| Home Visits | Manhattan*NY | Manhattan*NY | 01M105 | 01M139 | 5 | 15 | 0 | 0 | 0 | 0 | 0 | 20.00 |
| Daily Trip Total | | | | | | | | | | | | 20.00 |
| Travel details for: 10/2/2023 | | | | | | | | | | | | |
| Site Visits | Bronx*NY | Bronx*NY | 05X430 | 06X340 | 15 | 5 | 10 | 0 | 0 | 0 | 0 | 30.00 |
| Daily Trip Total | | | | | | | | | | | | 30.00 |
| Travel details for: 10/3/2023 | | | | | | | | | | | | |
| Site Visits | Brooklyn*NY | Brooklyn*NY | 20K204 | 20K454 | 24 | 15 | 0 | 0 | 0 | 0 | 0 | 39.00 |
| Daily Trip Total | | | | | | | | | | | | 39.00 |
| Grand Total: | | | | | | | | | | | | \$143.80 |

48

TRAC Local Account Details

You will now enter the accounting code details that will be used to fund the reimbursement. It should match the total expense amount from the previous screen. All highlighted fields must be filled out, you will then hit the recalculate button & click 'Next' to continue to the next screen.

ACCOUNTING DETAILS

The total expenses amount is **\$150.00**

Fiscal Year: 2024

| Suffix | District | Quick | Object | Location | Activity | Amount | Balance |
|--------|----------|-------|--------|----------|----------|---------|---------|
| 01 | 01 | | 0453 | | | \$ 0.00 | \$ 0.00 |

Total Accounting Amount
\$ 0.00

+ Add Accounting Line Recalculate

Invoice Number: Invoice Date:

Start Over Previous Next

TRAC Monthly Account Details

Verify that all the information is correct then click 'submit'.

Tracking Number - TR240000968

EMPLOYEE DETAILS

Employee Id: [REDACTED] Employee Name: [REDACTED]
Employee Email: [REDACTED]@schools.nyc.gov Approver Email: [REDACTED]@schools.nyc.gov

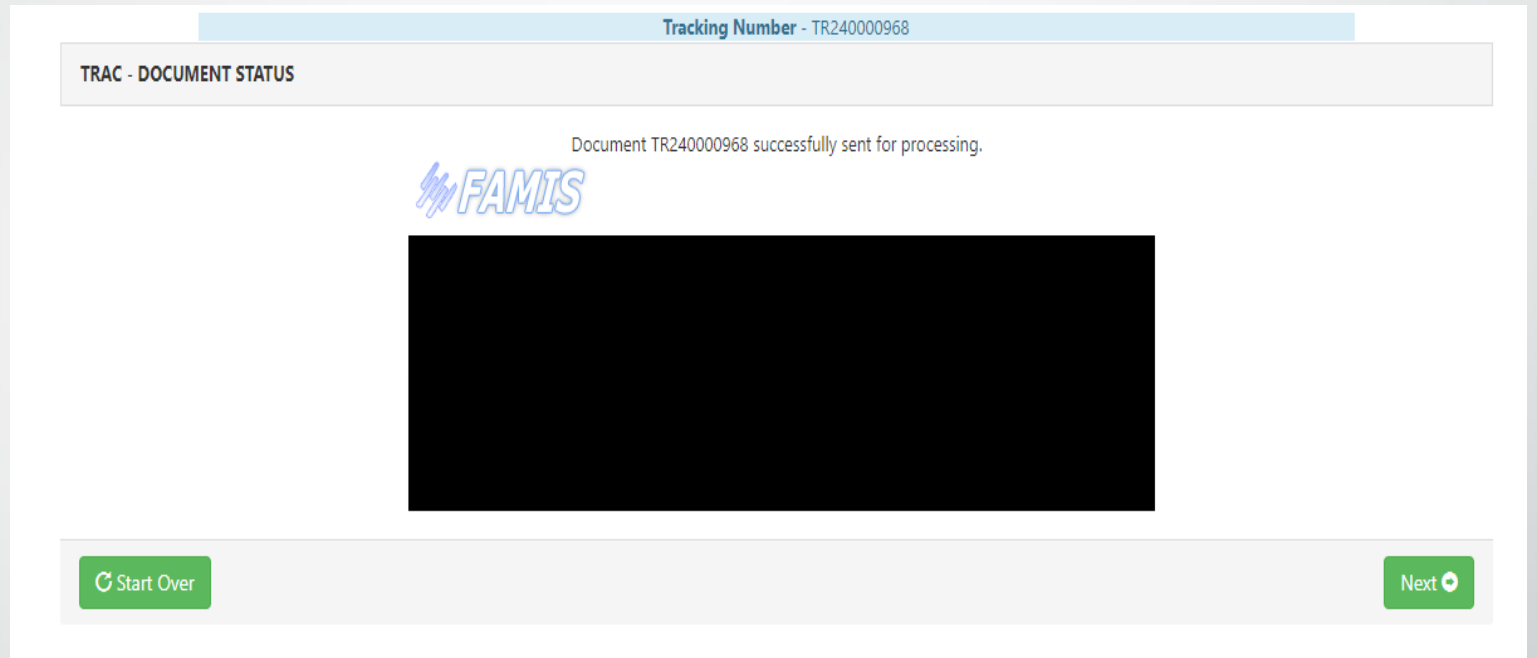
EXPENSES INFORMATION

EXPENSE DETAILS FOR TRAVEL DATE(S):

| Reason | State | Borough | Travel From | Travel to | Parking | Tolls | Ground | Miles | Mileage Cost | Mass Transit | Other | Trip Total |
|-------------------------------|--------------|--------------|-------------------|-------------------|------------|-----------|------------|-------|--------------|--------------|-------|------------|
| Travel details for: 9/29/2023 | | | | | | | | | | | | |
| Home Visits | Brooklyn*NY | Brooklyn*NY | 20K204 | 20K454 | 10 | 15 | 0 | 20 | 5.6 | 0 | 0 | 30.60 |
| Daily Trip Total | | | | | | | | | | | | 30.60 |
| Travel details for: 9/30/2023 | | | | | | | | | | | | |
| Site Visits | Brooklyn*NY | Brooklyn*NY | Bayridge Brooklyn | Canarise brooklyn | 15 | 5 | 0 | 15 | 4.2 | 0 | 0 | 24.20 |
| Daily Trip Total | | | | | | | | | | | | 24.20 |
| Travel details for: 10/1/2023 | | | | | | | | | | | | |
| Home Visits | Manhattan*NY | Manhattan*NY | 01M105 | 01M139 | 5 | 15 | 0 | 0 | 0 | 0 | 0 | 20.00 |
| Daily Trip Total | | | | | | | | | | | | 20.00 |
| Travel details for: 10/2/2023 | | | | | | | | | | | | |
| Site Visits | Bronx*NY | Bronx*NY | 05X430 | 06X340 | 15 | 5 | 10 | 0 | 0 | 0 | 0 | 30.00 |
| Daily Trip Total | | | | | | | | | | | | 30.00 |
| Travel details for: 10/3/2023 | | | | | | | | | | | | |
| Site Visits | Brooklyn*NY | Brooklyn*NY | 20K204 | 20K454 | 24 | 15 | 0 | 0 | 0 | 0 | 0 | 39.00 |
| Daily Trip Total | | | | | | | | | | | | 39.00 |
| Grand Total: | | | | | | | | | | | | \$143.80 |
| Suffix | District | Quick | Object | Location | Activity | Amount | Balance | | | | | |
| 01 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | \$ 143.80 | \$ 7346.83 | | | | | |

TRAC Monthly Admin Account Details

You will then see this screen stating that the TRAC was successfully submitted for processing.

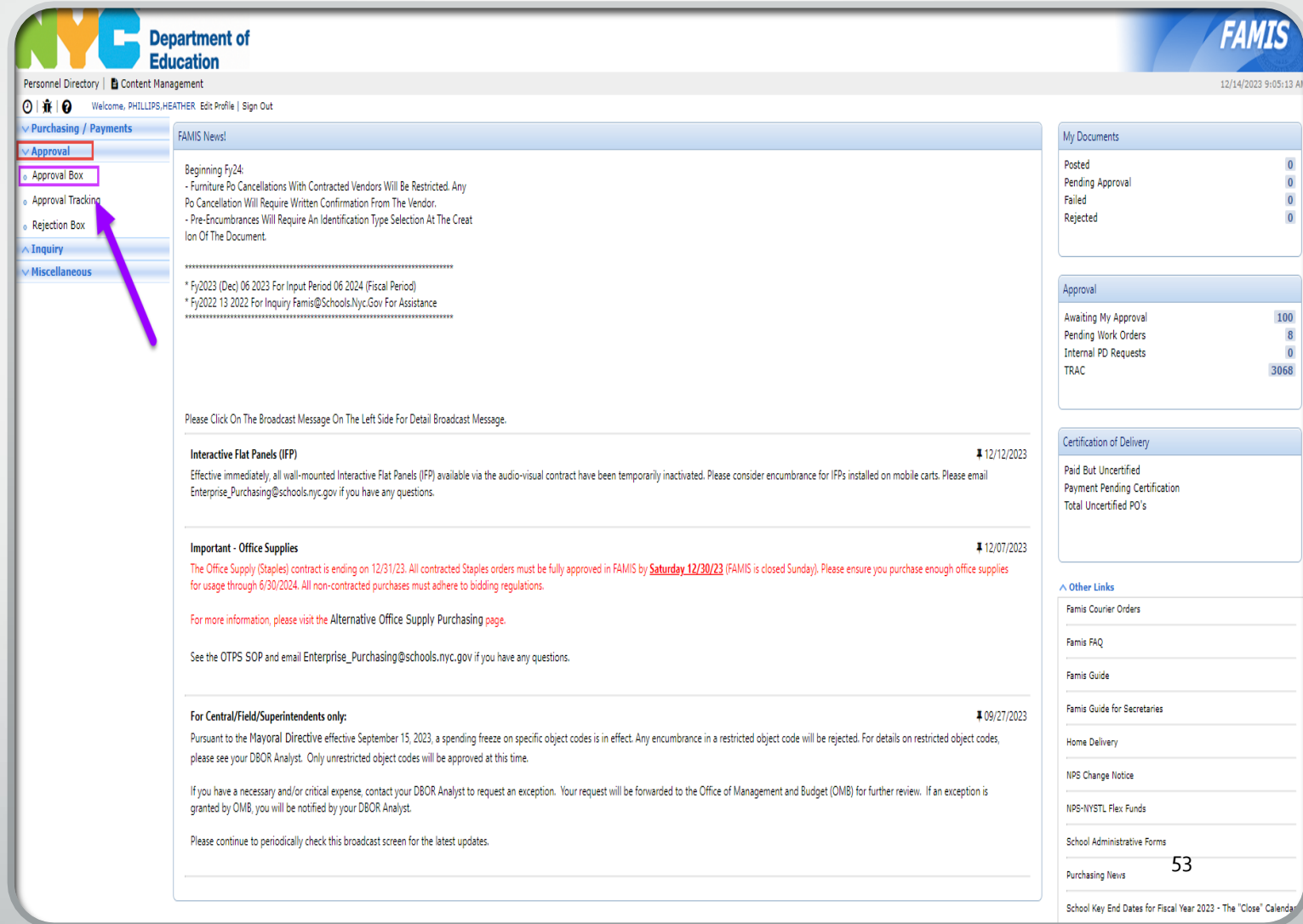




TRAC Documents Awaiting FAMIS Approval

TRAC Documents Awaiting FAMIS Approval

Your TRAC approver will need to go into the FAMIS portal and approve the TRAC. It will be on the FAMIS home page under Approval -> Approval Box.



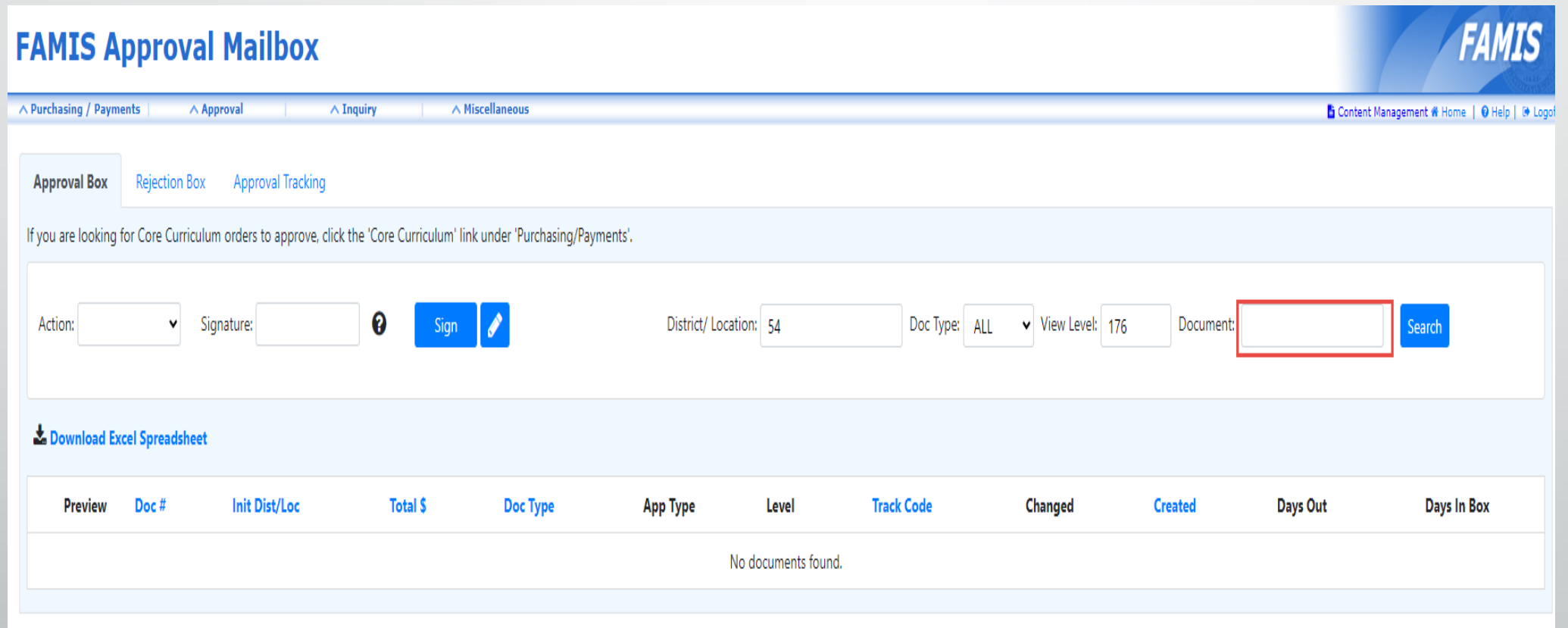
The screenshot shows the FAMIS Department of Education portal. The left sidebar contains a navigation menu with the following items: Purchasing / Payments, Approval (highlighted with a red box), Approval Box (highlighted with a purple box and a purple arrow), Approval Tracking, Rejection Box, Inquiry, and Miscellaneous. The main content area displays 'FAMIS News!' with several news items, including 'Beginning Fy24' and 'Interactive Flat Panels (IFP)'. The right sidebar contains 'My Documents' and 'Approval' sections. The 'Approval' section shows a table with the following data:

| Category | Count |
|----------------------|-------|
| Awaiting My Approval | 100 |
| Pending Work Orders | 8 |
| Internal PD Requests | 0 |
| TRAC | 3068 |

The 'Other Links' section at the bottom right includes links for 'Famis Courier Orders', 'Famis FAQ', 'Famis Guide', 'Famis Guide for Secretaries', 'Home Delivery', 'NPS Change Notice', 'NPS-NYSTL Flex Funds', 'School Administrative Forms', 'Purchasing News', and 'School Key End Dates for Fiscal Year 2023 - The "Close" Calenda'. The number '53' is displayed next to 'Purchasing News'.

TRAC Documents Awaiting FAMIS Approval

Approval Box - Enter the document number you are looking for and hit search.



FAMIS Approval Mailbox

^ Purchasing / Payments | ^ Approval | ^ Inquiry | ^ Miscellaneous

Content Management | Home | Help | Logout

Approval Box | Rejection Box | Approval Tracking

If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link under 'Purchasing/Payments'.

Action: Signature: ?

District/ Location: Doc Type: View Level: Document:

[Download Excel Spreadsheet](#)

| Preview | Doc # | Init Dist/Loc | Total \$ | Doc Type | App Type | Level | Track Code | Changed | Created | Days Out | Days In Box |
|---------------------|-------|---------------|----------|----------|----------|-------|------------|---------|---------|----------|-------------|
| No documents found. | | | | | | | | | | | |

TRAC Documents Awaiting FAMIS Approval

The document will populate, and you can review the document. Once you are ready to approve, select the Action Box and “click” on Approve. You will then enter your signature and hit sign to process the document.

The screenshot displays the 'FAMIS Approval Mailbox' interface. At the top, there are navigation tabs for 'Purchasing / Payments', 'Approval', 'Inquiry', and 'Miscellaneous'. Below these, there are sub-tabs for 'Approval Box', 'Rejection Box', and 'Approval Tracking'. A message states: 'If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link under 'Purchasing/Payments'.' The main area contains a form with the following fields: 'Action:' (a dropdown menu with 'Approve' and 'Reject' options), 'Signature:' (a text input field), and a 'Sign' button. To the right, there are search filters for 'District/ Location: 54', 'Doc Type: ALL', 'View Level: 200', and 'Document:'. A 'Search' button is located to the right of these filters. Below the form, there is a table with columns: 'Preview', 'Doc #', 'Init Dist/Loc', 'Total \$', 'Doc Type', 'App Type', 'Level', 'Track Code', 'Changed', 'Created', 'Days Out', and 'Days In Box'. The first row of the table has a red box around the 'Preview' checkbox, which is checked. The 'Doc #' is redacted with a black box, 'Init Dist/Loc' is '54', 'Total \$' is '200.00', 'Doc Type' is redacted, 'App Type' is '01', 'Level' is '200', 'Track Code' is redacted, 'Created' is '09/23/22', 'Days Out' is redacted, and 'Days In Box' is '56'.

FAMIS Approval Mailbox

^ Purchasing / Payments | ^ Approval | ^ Inquiry | ^ Miscellaneous | Content Management # Home | Hel

Approval Box | Rejection Box | Approval Tracking

If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link under 'Purchasing/Payments'.

Action: [Dropdown] | Signature: [Text Field] | Sign [Button] | District/ Location: 54 | Doc Type: ALL | View Level: 200 | Document: [Text Field] | Search [Button]

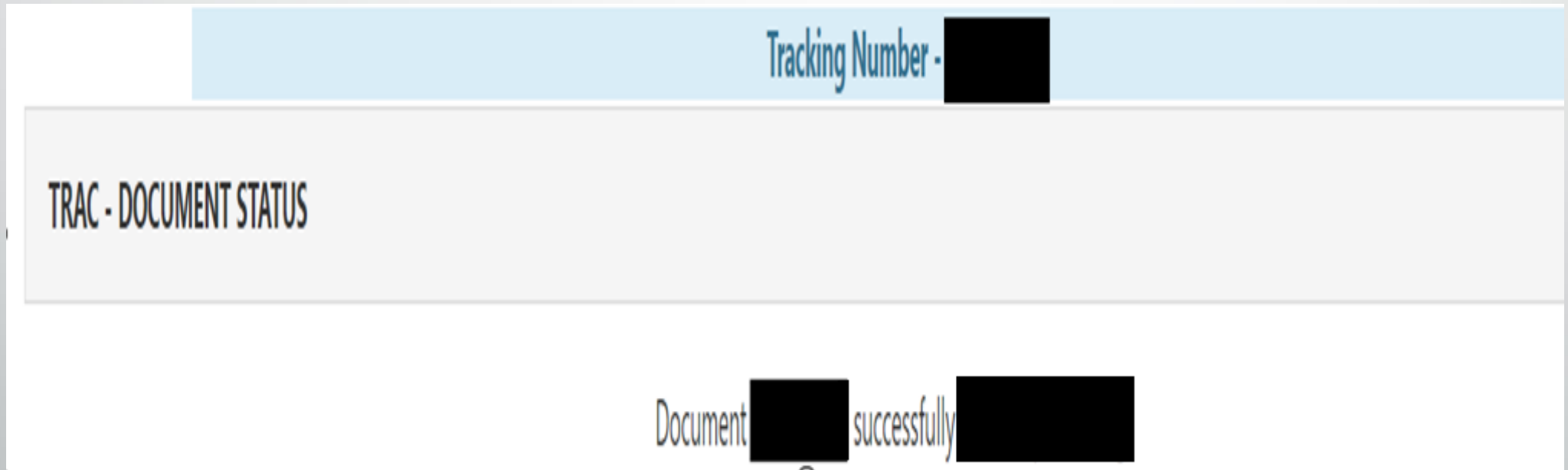
Approve
Reject

Download Excel spreadsheet

| Preview | Doc # | Init Dist/Loc | Total \$ | Doc Type | App Type | Level | Track Code | Changed | Created | Days Out | Days In Box |
|-------------------------------------|------------|---------------|----------|------------|----------|-------|------------|---------|----------|------------|-------------|
| <input checked="" type="checkbox"/> | [Redacted] | 54 | 200.00 | [Redacted] | 01 | 200 | [Redacted] | | 09/23/22 | [Redacted] | 56 |

TRAC Documents Awaiting FAMIS Approval

The document will be submitted successfully and will be processed for payment within 7-10 business days.



RESOURCES

TRAC System

[TRAC - Login \(finance360.org\)](https://finance360.org)

Finance Service Center-Travel Unit

718-935-5000 Option 4

Travelunit@schools.nyc.gov

Standard Operating Procedures (SOP)

https://infohub.nyced.org/docs/default-source/doe-employees-only/standard-operating-procedures_otp.pdf